
Minutes of the Meeting of Loddon Parish Council Events Committee held on Tuesday 12 April 2022, 8.00 pm in the Library Annexe Rear Hall.

Present: Chairman - Cllr Jessie Powell (JP), Cllr Liz Marsham (LM) CPC Cllr Jo Sinfield (JS), Robin Wetherall (RW) and Cllr David Johnson.

In Attendance: Emily Curtis (Parish Clerk), and several members of the public; Julie Appleby (JA), Ann Sadler (AS), Rosalind Moore (RM) Chris Wiltshire (CW), Colin and Christine Hartley, Bryon Sparkes, Gillian Goodacre, and Val Counter (VC).

Absent: None.

1. **Welcome and Meeting etiquette. Note if anyone wishes to record the meeting**
The Chair welcomed everyone and introduced CW as a new attendee. Clerk wished to record the meeting.
2. **To receive any apologies for absence and consider accepting them**
Apologies were received and accepted from June Strickland and Jane Hale.
3. **To receive declarations of interest for items on the agenda and to consider any requests for dispensations**
None.
4. **To approve as a correct record, the Minutes of the meeting held on the 30 March 2022**
The Minutes were approved and signed by the Chair for the record.
5. **Matters Arising**
None.
6. **Public Forum**
None.
7. **Food & Beverage Task Group**
RW informed that there was no update. LM confirmed Jimmy's have confirmed attendance.
8. **Entertainment Task and Local Involvement Task Group**
It was agreed to merge these two agenda items. LM presented the scale map of the fete proposed layout. Minimum of 51 stalls, maximum of 65 stalls. If anyone knows anyone who would like a stall please let LM know. 52 stalls confirmed. Bouncy Castle confirmed at £420. Magician confirmed. There are 6 stalls, booked for the hall and capacity for 8 stalls. Chet Valley Voices will informally accompany the Loddon Band and performance on their own in the hall. A sweet stall is required. RM has a volunteer to run a sweet stall if stock is purchased from Makro. Plate smashing stall will need a slighter deeper pitch. JP will get the form stall sorted asap. RM to contact Alan Cook Removals for a stage. DJ to contact Gaze re stage.

9. General Logistics (Health & Safety, Litter Picking & Parking)

Toilets: Jubilee Hall have 4 x womens, 4 x mens and urinals. No further requirement for more.

Food stalls require sockets and extension leads. Church Group and Terrace require power and would like to be situated near the Jubilee Hall.

LM to establish if Little Jumpers need power supply or will they use generator.

The Jubilee Hall has offered 15 tables and 100 chairs.

DJ will ask Michael if he can lend his generator that has been previously used for fetes.

Discussion was had regarding the location of the bouncy castles.

JP asked for additional volunteers for putting up marquees and bunting on Friday evening and Saturday morning – post on Facebook.

EC to contact LUFC to confirm their stall/activity and whether any players could volunteer to help.

9.1 Events Master Spreadsheet

Spreadsheet is available in Dropbox.

9.2 Draft map

Covered under Item 8/9.

10. Sponsorship/Fundraising Task Group

10.1 To receive an update on the raffle prizes

JA has been contacting the local Community Champion's to request prizes.

RM has several offers of hampers, including a fruit and veg hamper and has contacted various local businesses outside of Loddon & Chedgrave for vouchers and raffle prizes, including tourist attractions, cinemas and play barns.

DJ will be contacting Chedgrave businesses.

Cllr Morris is visiting all of Loddon businesses including the industrial estate.

Joanna McIntyre has offered to be a lead sponsor.

10.2 To receive an update on the raffle tickets

Waiting for lottery ticket number from SNC. They have been designed with brief overview of prizes. Volunteers will be required to sell tickets.

11. Advertising Task Group

The banners on the A146 will be installed first weekend in May. Posters have been designed in various sizes and there will be A5 leaflets for people to hand out.

Flyers will be put on FB groups.

EC to pass on raffle request form to JA.

JP will add an interim update to the website.

12. Finance

12.1 Funds available

£2,500 with another potential £1,000.

Total remaining £1,395.

12.2 To approve the list of payments

All payments approved including face painting for 5 hours at a reduced rate of £80.

12.3 Budget for Logistics Task Group

All costs within budget agreed at last meeting.

12.4 Advertising Budget

Covered under Item 11.

12.5 Decoration Budget

Defer to next meeting.

12.6 Entertainment Budget

Bouncy castle come in at £420. £1,125. £30 remaining.

12.7 Pitch fees

Agreed to keep pitch fees as they are and to remove item from future agendas.

13. To consider any items for a future agenda

None at this time.

14. Next Meeting Date

26 April 2022, agenda items to the AAO by the 13 April 2022.

The meeting ended at 21.17 pm.

Date of Meeting	Items to AAO by	Publish on
26 April 2022	13 April 2022	19 April 2022
10 May 2022	27 April 2022	3 May 2022
24 May 2022	11 May n2022	17 May 2022
31 May 2022	15 May 2022	24 May 2022